

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



October 2, 1975

ALL-COUNTY LETTER NO. 75-209

TO: ALL DISTRICT ATTORNEYS  
ALL COUNTY AUDITORS/CONTROLLERS  
ALL COUNTY BOARD OF SUPERVISORS

SUBJECT: IV-D CHILD SUPPORT TIME STUDY FORM DFA-400 FOR DISTRICT ATTORNEYS STAFF

## REFERENCE:

Attached is a supply of Form DFA-400, the IV-D Child Support Time Study, for stock purposes and usage by all District Attorneys engaged in Child Support activities. The DFA-400 must be distributed for usage by all District Attorney personnel in order to properly allocate time to appropriate activities and to qualify for federal reimbursement.

Quarterly time studies must be conducted for all investigators, interviewers, and first-line supervisors in the Family Support Units. This should include staff who are involved in the function of determining paternity, locating absent parents, establishing child support obligations, and investigating or prosecuting fraud in welfare child support cases; or those persons who are involved in nonreimbursable functions in addition to their child support functions. District Attorneys, supervisors above the first-line level, and Deputy District Attorneys must be time studied if they are actually engaged in casework. (If these staff are not actually engaged in casework, their salaries, benefits, and other costs may be classified as indirect costs and applied accordingly.)

In the Family Support Unit time studies are not normally feasible for clerical personnel involved in processing the actual child support payments. Reimbursement for these positions should be claimed at the same percentage as Time Study Personnel, as long as they bear the same relationship to Time Study Personnel.

Information as to allocating time for staff locating in IV-A facilities and performing IV-D functions will be provided via another All-County Letter.

Normally it is mandatory to time study during the second month in each quarter. However, because of the delay in implementation, your first quarter time study will be computed on the basis of your November time study. Your November time study will therefore qualify you for retroactive claiming to July 1, 1975 and through December 31, 1975. It will be the responsibility of the District Attorneys to

see that all time studies are kept as documentation for cost claiming in the event of state and/or federal field audits. Please do not send the time studies when submitting your claims for child support costs.

The attached supply is our best estimate of your usage requirements. If this is not sufficient, additional supplies may be obtained by mail or phone request to:

Department of Benefit Payments  
Forms Management Section, M.S. 14-55  
744 "P" Street  
Sacramento, CA 95814  
Phone: 916/445-1780

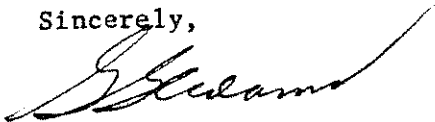
Please order by form title and number to avoid order errors and delays.

If the attached form does not meet the needs of your county, other forms may be substituted providing prior approval is obtained from the Department of Benefit Payments. It should be noted that substitute forms must contain the same information required on the department's time study. Please submit the substituted forms to:

Department of Benefit Payments  
Financial Planning Bureau  
744 "P" Street, M.S. 13-77  
Sacramento, CA 95814  
Attention: Norm Moe or Evelyn Fisher

If there are questions regarding the time study and its use, please contact Norm Moe or Evelyn Fisher at 916/445-7046.

Sincerely,



GARY G. ADAMS  
Deputy Director

Attachments

cc: CWDA